

Position Description (EP)

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to SRS Personnel Services. Supervisors and incumbents are responsible for the completion of this form.

CHECK ONE: () NEW POSITION () EXISTING POSITION

PART I - Position Description

1. Agency Name Social and Rehabilitation Services		9. Position Number		10. Budget Program Number 23849	
2. Employee Name (leave blank if position vacant)		11. Present Class Title (if existing position) Staff Development Specialist I			
3. Division SRS-East Region		12. Proposed Class Title			
4. Section Professional Development		13. Allocation			
5. Unit Professional Development		14 (a). Effective Date		14 (b). FLSA Code	
6. Location (address where employee works) TBD		15. By _____ Approved			
7. (Circle appropriate time) X XX		16. Audit Date: _____ By: _____ Date: _____ By: _____			
8. Regular Hours (circle appropriate time) From: 8 AM/PM To: 5 AM/PM		17. Position Reviews Date: _____ By: _____			

PART II - Organizational Information

Area for use by Personnel Office

18 (a). Briefly describe why this position exists. (What is the purpose, goal, or mission of the position)

The purpose of this position is to develop and deliver competency-based training programs for all lines of business within the East Region in order to build human resource capacity by providing staff and/or consumers with necessary skill sets to successfully fulfill the mission, vision, guiding principles, and strategic plan of the organization. This position will specialize in training for Prevention and Protection Services (PPS) and Adult Protective Services (APS).

18 (b). If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new functionality added by law or other factors which changed the duties and responsibilities of the position.

19. Who is the supervisor of this position? (Who assigns work, gives directions, answers questions and is directly in charge.)

Name: Sondra L. Huey

Title: Public Service Executive II

Position Number:

Who evaluates the work of an incumbent in this position.

Name: Sondra L. Huey

Title: Public Service Executive II

Position Number:

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made

The work of this position is performed with reasonable latitude for use of independent judgment and action in developing and delivering training for the Southeast Region of SRS. Instructions are general in nature and work is completed following federal and state laws, rules, regulations, and agency policies and procedures. Assignments are given with general direction.

d) Which statement best describes the result of error in action or decision of this employee.

- () Minimal property damage, minor injury, minor disruption of the work flow.
() Moderate loss of time, injury, damage, or adverse impact on health and welfare of others.
(X) Major program failure, major property loss, or serious injury of incapacitation.
() Loss of life, disruption of operations of a major agency.

21. Describe the work of this position using this page or one additional page only. (Use the following format for describing job duties:)

What is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action); **why** is the action being done (describe the result or outcome expected); ***How** is the action expected to be performed (describe the manner, methods, techniques or procedures in which the task is currently performed). For each task state: Who reviews it? How often? What is reviewed for?

Number Each Task and Indicate Percent of Time and Identity of each function as essential or marginal by placing an E or M next to the % of time for each task. Essential functions are the primary job duties for which the position was created and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is a peripheral, incident or minimal part of the position

No.	%	E O R M	
1	35	E	<u>Training Course Development & Management</u> - Develops curriculum and training materials utilizing a full spectrum of learning strategies. Training materials must be appropriate to intended delivery method, including but not limited to, handouts, worksheets, web-based training materials, video-conferencing and all other available technologies. Some courses may be developed for delivery by others and will include appropriate trainer materials, guides, and instructions for activities. Assesses courses routinely for accuracy and updates as needed to respond to changes in program policy and procedure, organizational needs, and culture. Develops training evaluation tools to measure satisfaction, learning and application. Modifies courses as needed based upon analysis of information provided. Specializes in the development of training for social workers and special investigators involved in the investigation of abuse, neglect and exploitation of children and vulnerable adults. May also be assigned to develop training related to other topics as needed by the region or agency.
2	45	E	<u>Training Delivery</u> - Delivers staff end-user and instructor training within the East Region (or other regions as needed). Delivers relevant training to other stakeholders such as consumers and community members/partners. Provides consultation to other staff delivering training as determined in conjunction with capacity enhancement initiatives. Training delivery includes face-to-face, web-based applications, and other uses of technology requiring the staff development specialist to possess technical, teaching, and facilitation skills necessary to deliver effective training. Specializes in the delivery of training to social workers and special investigators involved in the investigation of abuse, neglect and exploitation of children and vulnerable adults. May also be assigned to deliver training related to other topics as needed by the region or agency.
3	10	E	<u>Program Consultation</u> – Serves as a resource for staff, trouble-shooting, problem solving, analyzing and assisting with difficult cases, reading cases and providing feedback.
4	5	E	<u>Training Coordination & Registration</u> – Upon a training assignment, will schedule training rooms for classroom courses and make contact with relevant persons for equipment needs ensuring that the training opportunity adequately and effectively meets the needs of the trainer and customer. Coordinates registration of training opportunities and will coordinate (or assist) with accommodations necessary for training such as lodging and travel routes.
5	5	M	Participates in special projects, meetings, and conferences. Performs additional job-related duties as assigned. Participates in professional development activities.
			All work is reviewed by supervisor via direct observation, feedback from Program Administrators from PPS and APS and Performance Improvement and managers. Training delivery and the resultant learning are also measured via surveys of students and possibly their managers.

* The description of how the work is to be performed does not preclude the consideration of reasonable accommodation(s) for qualified persons with a disability.

22. List the consequences of not performing the essential functions of this position as identified in Section 21.

Failure to perform essential functions could result in major program failure due to staff being inadequately trained. Can lead to fiscal sanctions in some programs and could result in serious consequences to children, families, and vulnerable adults in other programs. Some failures also put the agency at risk of legal sanctions such as lawsuits.

23. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position

- () Lead worker assigns, trains, schedules, oversees, or reviews work of others.
- () Plans, staffs, evaluates, and directs work of employees of a work unit.
- () Delegates authority to carry out work of a unit to subordinate supervisors or managers.

b. List the class titles and position numbers of all persons who are supervised directly by employee in this position.

Class Title

Position/KIPPS Number

24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

Daily contact with other employees in the region and state, community partners, and other stakeholders associated with any aspect of training in the East Region for purposes of training facilitation.

25. What hazards, risks or discomforts exist on the job or in the work environment?

Movement of equipment, tables, chairs, etc. for training room set up. May experience some fatigue in prolonged standing or other training presentation discomforts. May also experience a high level of stress in working with staff or other consumers who are inexperienced and in a mode of learning.

26. List machines or equipment which is currently used to complete the tasks or production standards for this position. Indicate the frequency with which they are used.

Computers, Microsoft software (Word, Excel, PowerPoint, etc.), data systems, e-mail, overhead projectors, video equipment, flip charts, projectors, screens and other audio-visual/standard training equipment. An automobile may be used when travel is required to provide training or to attend meetings.

PART III - Education, Experience and Physical Requirements Information

27. Minimum Qualifications as stated in the State of Kansas Class Specifications.

Two years of experience in developing and delivering training materials and presentations. Education may be substituted for experience as determined relevant by the agency.

28. SPECIAL REQUIREMENTS

A. State any additional qualifications for this position that are necessary to perform the essential functions of this position. (License, registration or certification).

B. List any skill codes or selective certification required for this position. Selective certification must first be approved by the State Division of Personnel Services.

C. List preferred education or experience that may be used to screen applicants.

Kansas Social Work License

Experience providing direct social work services related to families or individuals at risk of or experiencing the abuse, neglect or exploitation of children or adults.

Experience conducting investigations of abuse or neglect of children or adults

Masters degree in Social Work or related field

29. Describe the physical characteristics of the job as they relate to essential functions (focus on results, not methods of obtaining results).

Duties are performed in an office setting. Communicates with agency staff and customers. The employee must be able to travel and be away from his/her home base while attending meetings, training, and conferences. Essential duties require the mental and/or physical ability to access, read, and use computer systems and effectively communicate with others orally and in writing. Significant time is spent on the telephone and/or email with internal/external customers. Extended periods of time may be spent utilizing the personal computer. Work outside of normal working hours and occasional overnight stays will be required. Travel within the East Region and throughout the state will be necessary. Ability to occasionally do light lifting.

30. Describe any methods, techniques or procedures that must be used to insure safety for equipment, employees, clients and others.

All employees are instructed to use standard safety devices available for machinery and equipment. All employees are instructed to follow industrial, safety, and health guidelines, and use proper lifting techniques including the use of dollies or other devices to distribute/move equipment, rest eyes, rest wrists and arms, automobile safety, etc. Employees are cautioned to execute strict key/code control for agency facilities and lock all doors/turn out lights after normal duty hours.

PART IV - Signatures

Signature of Employee

Date

Signature of Personnel Officer

Date

Signature of Supervisor

Date

Signature of Agency Head or Appointing
Authority

Date